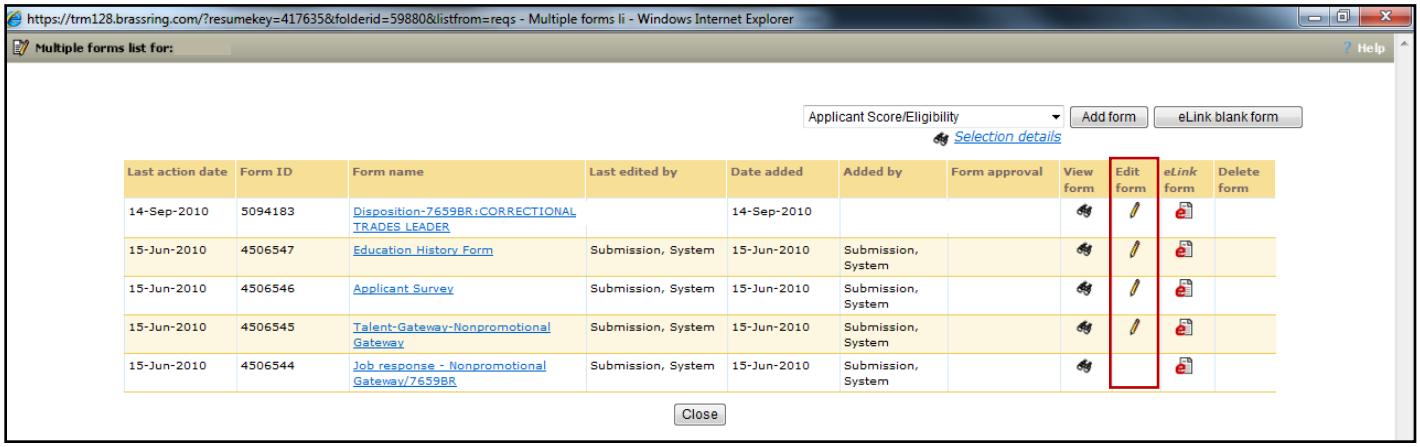
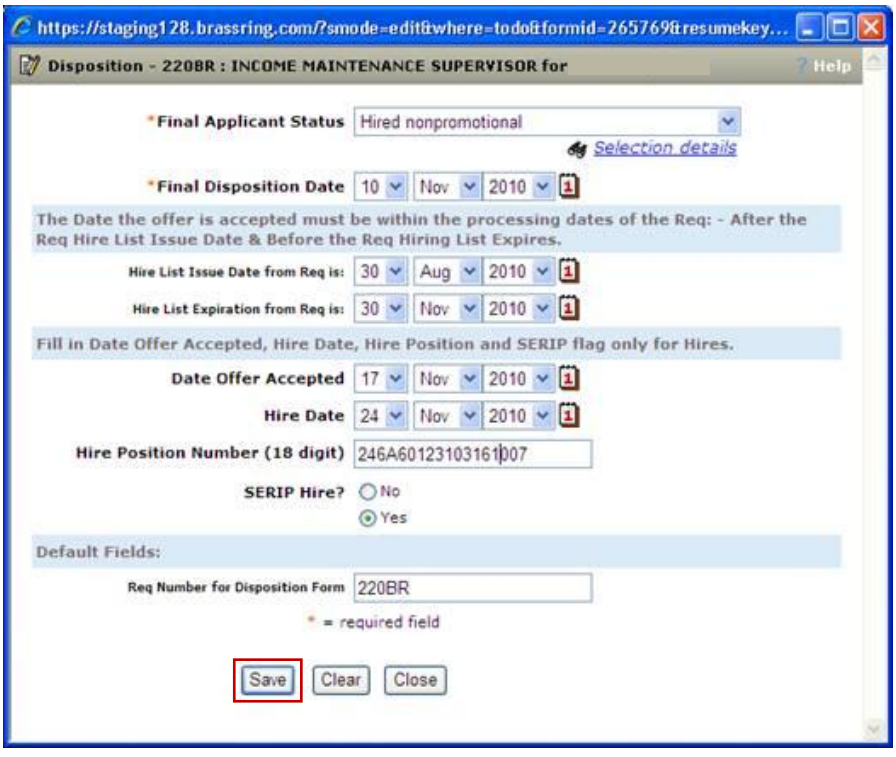
How to Edit a Disposition Form

Under the forms column, click on the forms button by the name of the person you want to make changes to:

This will bring up a list of all the person's forms. Over to the right (you might have to maximize the window) is the "Edit Form" column with pencils underneath. Click on the pencil that corresponds with the disposition form.



This will bring up the editable disposition form. Make the necessary changes and **click save**!